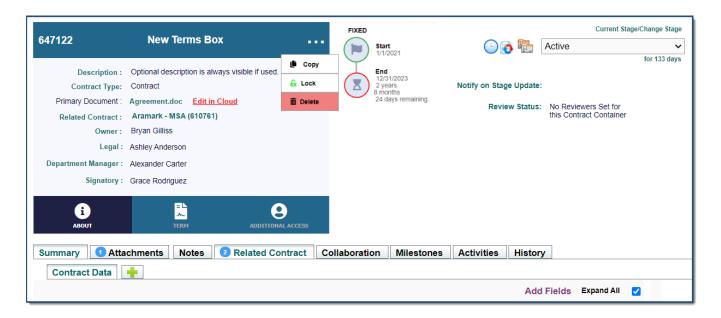
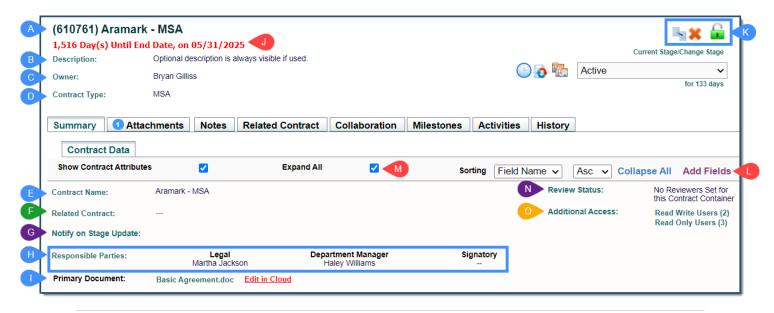
New Look Contract Container



On April 12, 2021, UCM will be getting a new look inside the *Contract Container*. This is a part of the release of the new *Terms* feature, which may or may not be enabled in your system. Regardless of *Terms* usage, all Contract Containers will now look a little different. All the items you are used to using are still available, but we have moved them around to hopefully make it easier to see and access the information you need to know about your Contract.

Below, we have a labeled map of how a *Container* used to look and where items were located, and then where they are located now in the new look. If you have any difficulty finding anything, please contact UCM support.



A	Contract ID & Name are always at the top of the Terms box. Clicking the ID will allow to copy the Container Name & ID with just the text	I	Primary Document. Clicking on the link will download or open the document to view depending on permissions, and if it is a Word or Excel file, you can <i>Edit in Cloud</i> .
В	Description of Contract. Optional, and entered on creation. You can edit by clicking the green Description text.	J	Container Date Countdown is being replaced with the new Term Badges. If you are NOT using Terms, this will still show End Date, but you can configure which custom date it is counting down from in Object Administration.
С	Owner of the Contract. Must be a User of the system and have permission to be assigned.	K	Copy/Lock/Delete, if you have the permissions, have been moved to the Terms Box under the kabob
D	Contract Type determines default Field Groups and Workflow, as well as tied to Security in some cases.	L	Add Fields is still in the same general location and works the same. Sorting has been removed, with more customizable plans for the Container look coming soon!
E	Edit Contract Name has changed, and you now DOUBLE CLICK the name of the Contract to change.	M	Expand All is still in the same general location and works the same.
F	Related Contract. The PARENT Related Contract has been added to be above the Grid on the Related Contracts Tab, but also still in the About Box. The CHILDREN Related Contracts are still in the Grid as before.	N	Review Status is an optional per-Container feature that has been moved to right under the Workflow dropdown.
G	Notify on Stage Update . Users assigned here will be notified any time the <i>Workflow</i> is updated. It has been moved to right under the Workflow dropdown.	0	Additional Access allows you to grant one-off access to Containers that a User may not be able to see under their normal security settings. The functions all work the same as before, it is just now a part of the Terms box.
Н	Responsible Parties have now moved up to be with Owner, and will be visible on all Tabs of the		

